

#### Requester

Accesses database prompted to create and save SI. (The Attention To", "Company Name1" and "Company Name2" fields on the SI are verified for content against the Denied Parties database, and Delegated Approving Managers are verified against the Manager Delegation database. When the SI is submitted, the designated Approving Manager is notified via electronic mail that impending SI requires attention. If Approving Manager is delegate for Requester's manager, requester's manager is copied on electronic mail message.

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#### Approving Manager

Notified via electronic mail that impending SI requires attention. Manager clicks on document link within memo to access SI, clicks on "Edit SI" action button, prompted to assign status in Approving Manager section and saves document.

**If rejected:** Requester notified via electronic mail of rejection. Cycle Stops. Requester prompted to cancel SI.

**If approved:** Next approval party notified via electronic mail re SI. If no other approvals are necessary, the Requester is notified via electronic mail to prepare Move/Ship Tickets. Also, if SI indicates shipment contains precious metals, Sensitive Materials Coordinator notified via electronic mail for awareness/documentation.

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#### HazMat

If SI indicates shipment contain hazardous materials, HazMat coordinator contacted via electronic mail. HazMat representative prompted to select document link within memo to access SI, prompted to select "Edit SI" action button and assign status in HazMat section and save document.

**If rejected:** Requester notified via electronic mail of rejection. Cycle stops. Requester prompted to cancel SI.

**If approved:** Next approval party notified via electronic mail. If no other approvals are necessary, the Requester is notified via electronic mail to prepare Move/Ship Tickets.

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FIG. 1

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Fig. 1 (Continued)

(A)

#### Finance

If SI indicates shipment is "To be billed", Finance coordinator contacted via electronic mail. Finance representative prompted to select document link within memo to access SI, prompted to select "Edit SI" action button and assign status in Finance section and save document.

**If rejected:** Requester notified via electronic mail of rejection. Cycle stops. Requester prompted to cancel SI.

**If approved:** Next approval party notified via electronic mail. If no other approvals are necessary, the Requester is notified via electronic mail to prepare Move/Ship Tickets.

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#### Sensitive Materials

If SI indicates shipment contains sensitive/secure parts with specific security classifications, Sensitive Materials Coordinator contacted via electronic mail. Coordinator prompted to select document link within memo to access SI, prompted to select "Edit SI" action button and assign status in Sensitive Materials section and save document.

**If rejected:** Requester notified via electronic mail of rejection. Cycle stops. Requester prompted to cancel SI.

**If approved:** Requester notified via electronic mail to prepare Move/Ship Tickets.

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#### Requester

Notified via electronic mail of approval status. Prompted to access SI databases, highlight SI against which Move/Ship Ticket is to be generated and prompted to select "Create M/S Ticket" action button. Two Move/Ship Tickets are then printed. If SI indicates Internal Trucking required to transport materials/items to shipping dock, Internal Trucking is notified automatically via electronic mail when Move/Ship Tickets are printed. Requester prompted to affix both Move/Ship Tickets to materials/items.

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#### Internal Trucking

If SI indicates Internal Trucking required to transport materials/items to shipping dock, Internal Trucking is notified automatically via electronic mail when Move/Ship Tickets are printed. Internal Trucking representative prompted to locate and verify materials/items against Move/Ship Tickets. Prompted to transport materials/items to designated shipping dock.

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(B)

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Fig. 1 (continued)

Shipping

Per Move/Ship Ticket, shipping coordinator prompted to prepare materials/items for shipping. SI appears in Shipping view as "Dimensions". Shipping coordinator prompted to access SI in "Edit" mode and update Shipping section on SI with necessary Dimensions and then save SI. Shipping representative then prompted to create Packing Slip and Label by highlighting the SI within the category "Shipping Documents Needed" and select the "Create Shipping Docs" action button. Should a Packing Slip need to be refreshed after it is generated, a new one may be printed and the old discarded. Document Administration is notified automatically via electronic mail that Dimensions have been supplied.

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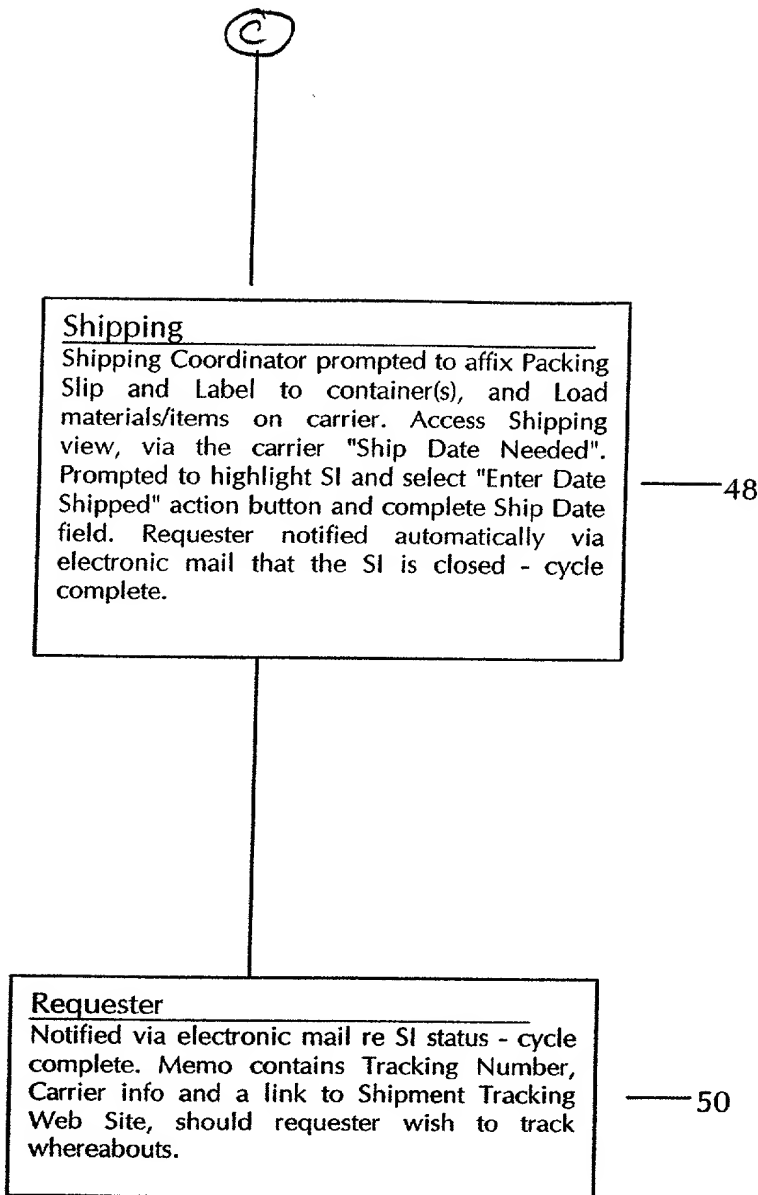
Document Administration

Document Administration Coordinator automatically notified via electronic mail that Dimensions have been supplied to SI by Shipping. SI appears in Document Administration view under category "SI Processing Needed". Document Administration Coordinator prompted to access SI in "Edit" mode, complete Document Administration section on SI and save. If Shipping dept. did not create Packing Slip, SI then appears in view as "Create Shipping Documents". If Packing Slip does exist, the SI automatically appears under the category "Processed". If a Packing Slip must be created, the Document Administration representative is prompted to highlight the SI in the view and select the "Create Shipping Docs" action button. Two Packing Slips are printed—one forwarded to Shipping, one retained for filing. Bill of Lading and Label printed on respective form printers. Should a Packing Slip need to be refreshed after is generated, Document Administration Coordinator prompted to select "Refresh Packing Slip" action button with the Packing Slip.

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FIG. 1 (Continued)



00870937 05101  
T01000 00000000

# World Trade Shipping Request

PROCESS FLOW OVERVIEW

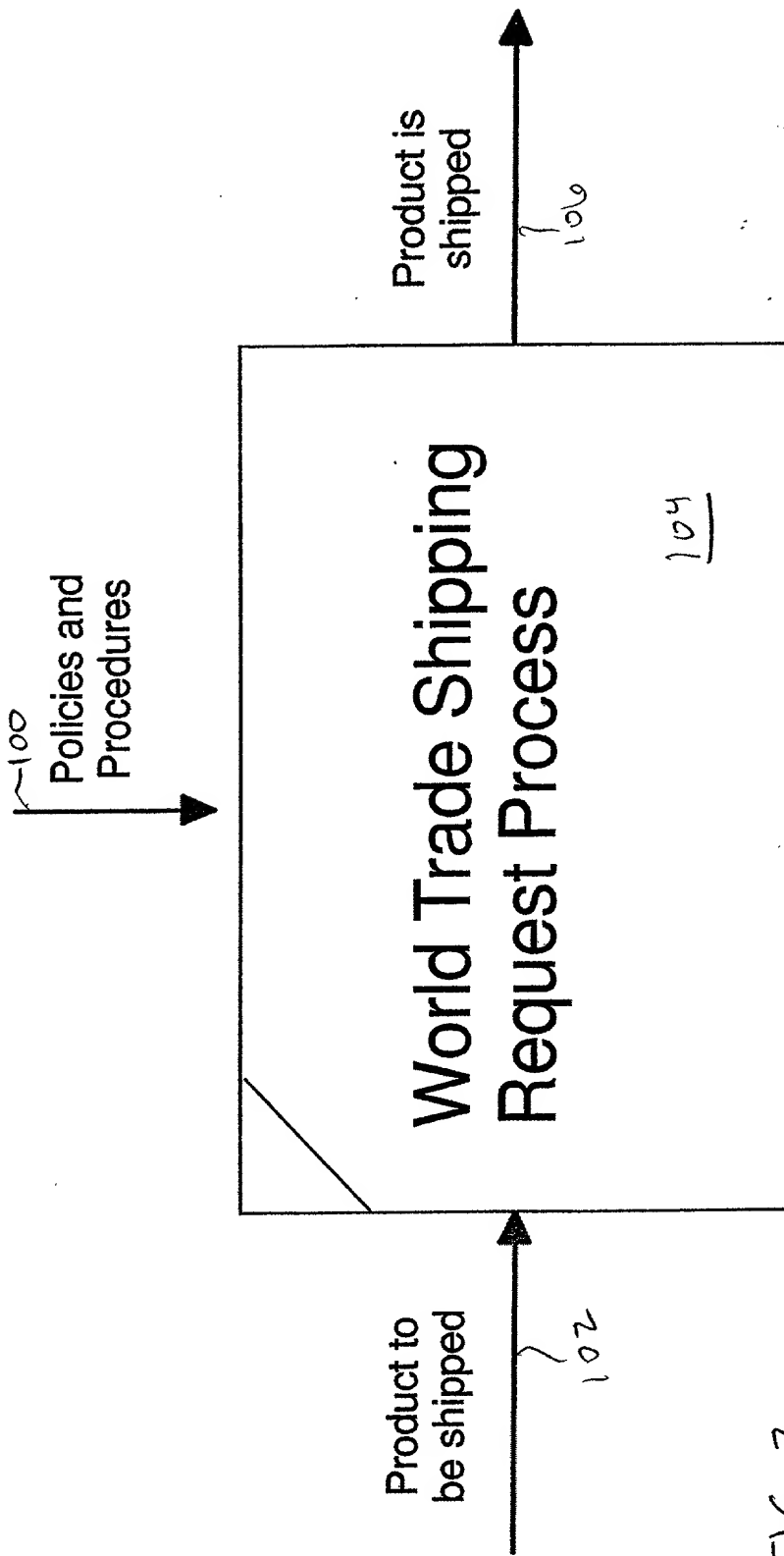


FIG. 2

# Draft WTSR

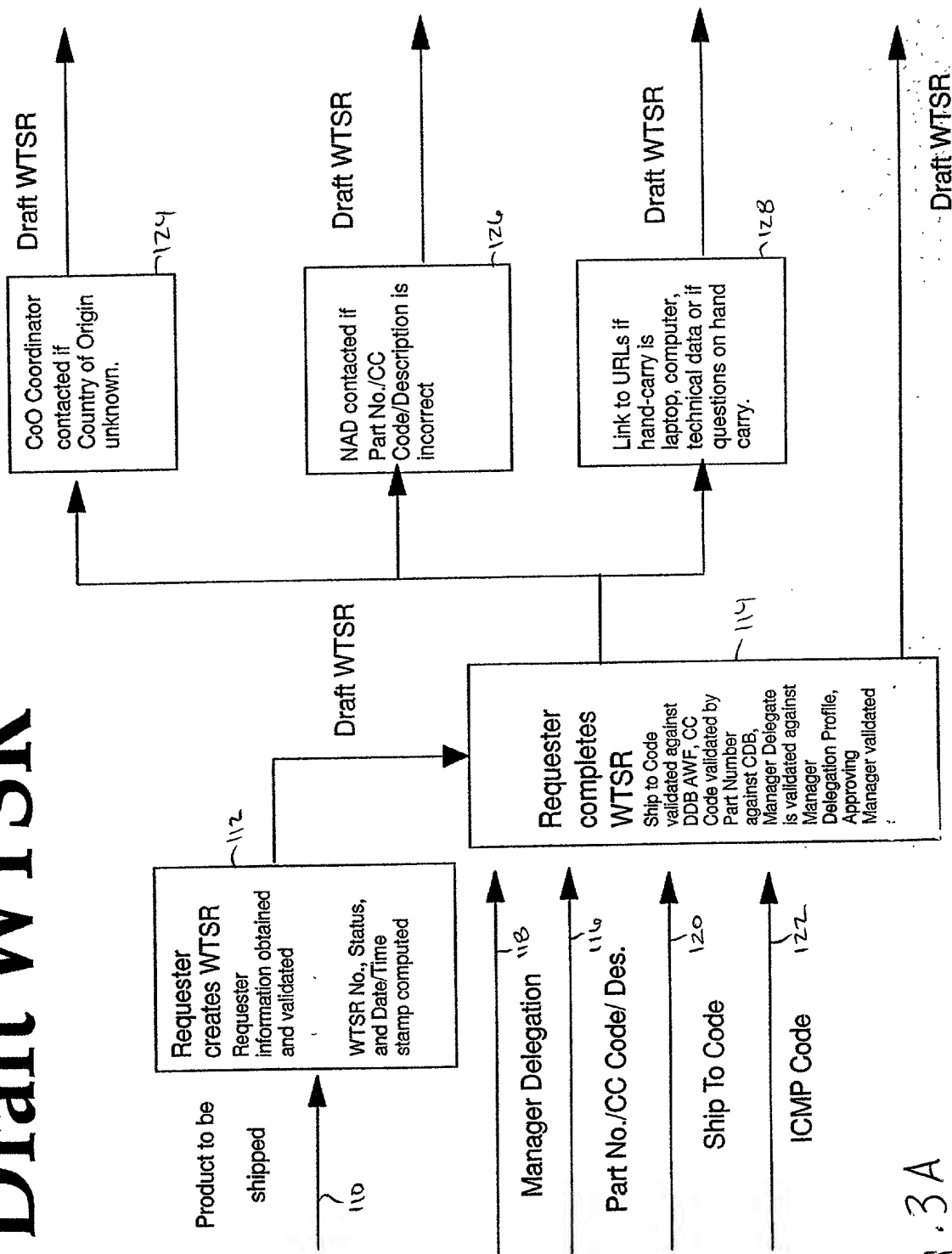
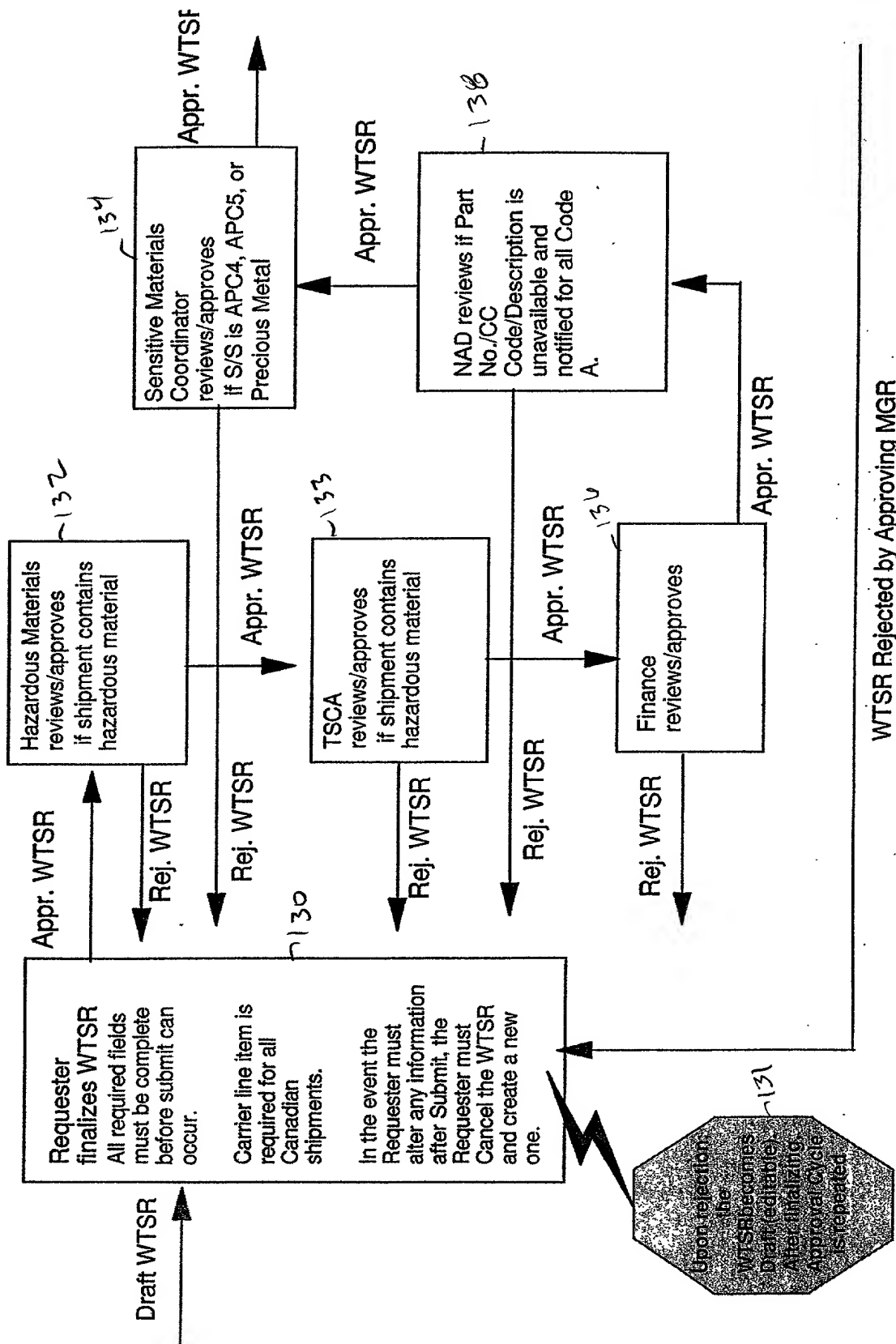


Fig. 3A

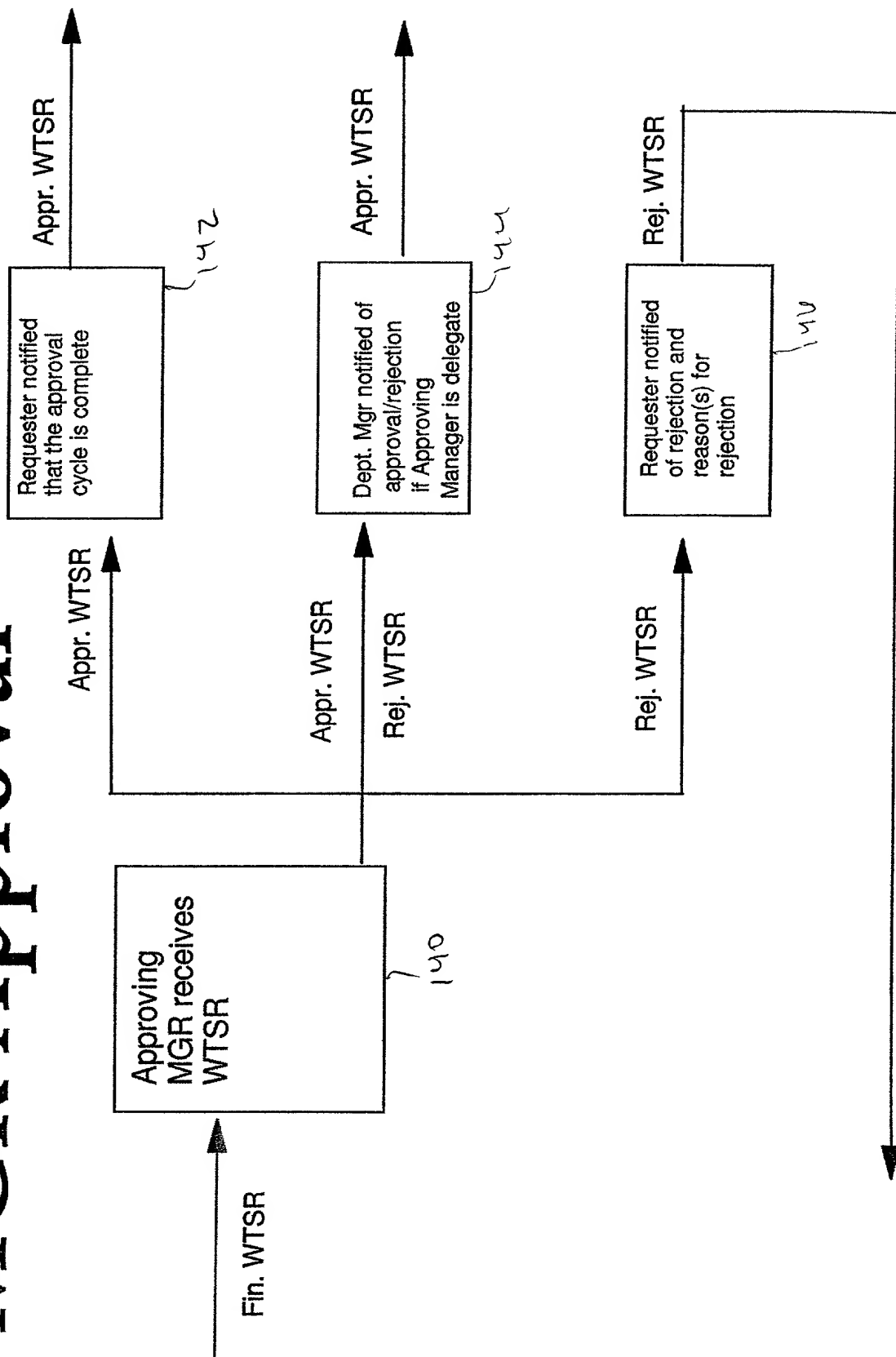
# Final WTSR

FIG. 30



# MGR Approval

FIG. 3C





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# Approved WTSR

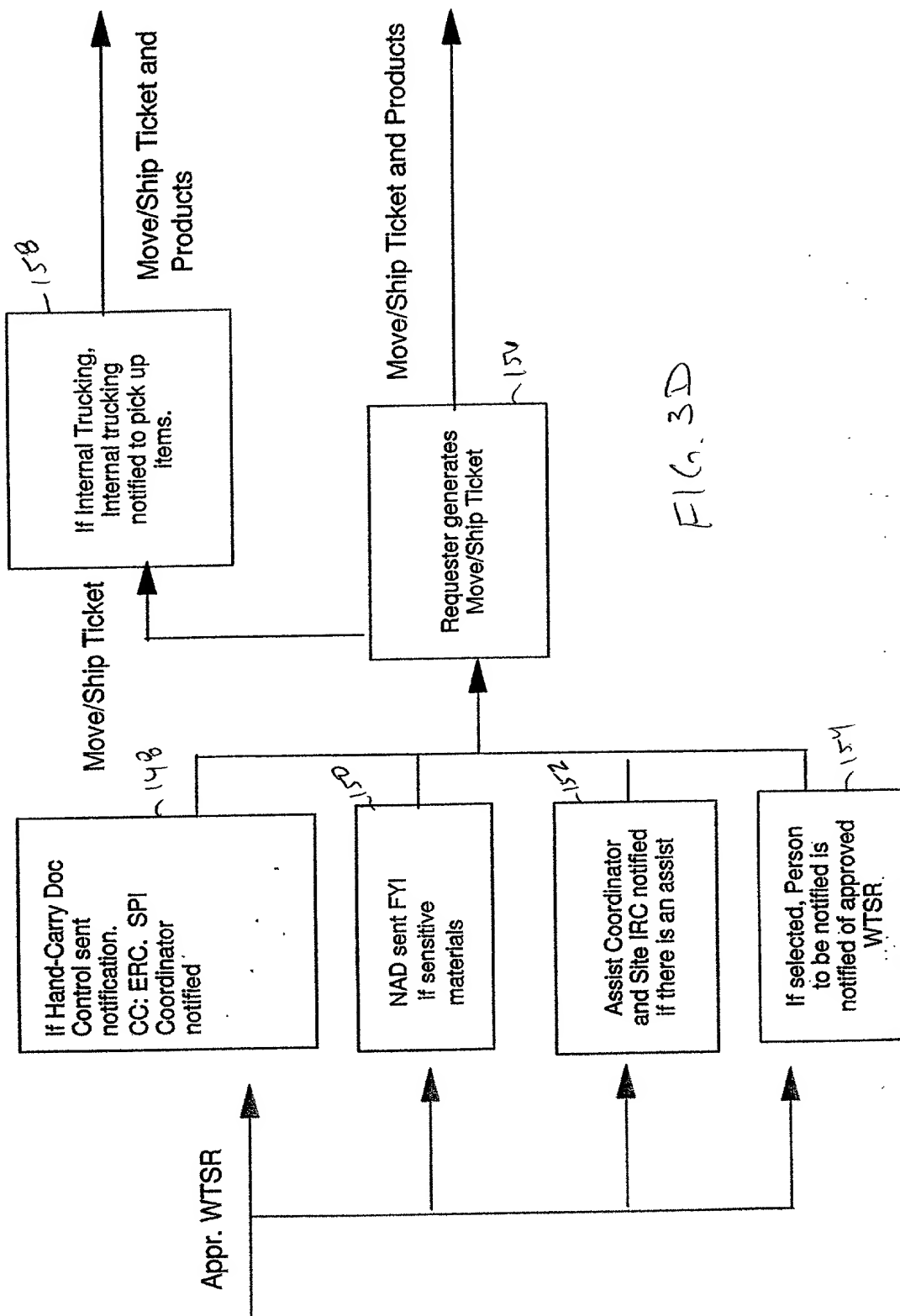
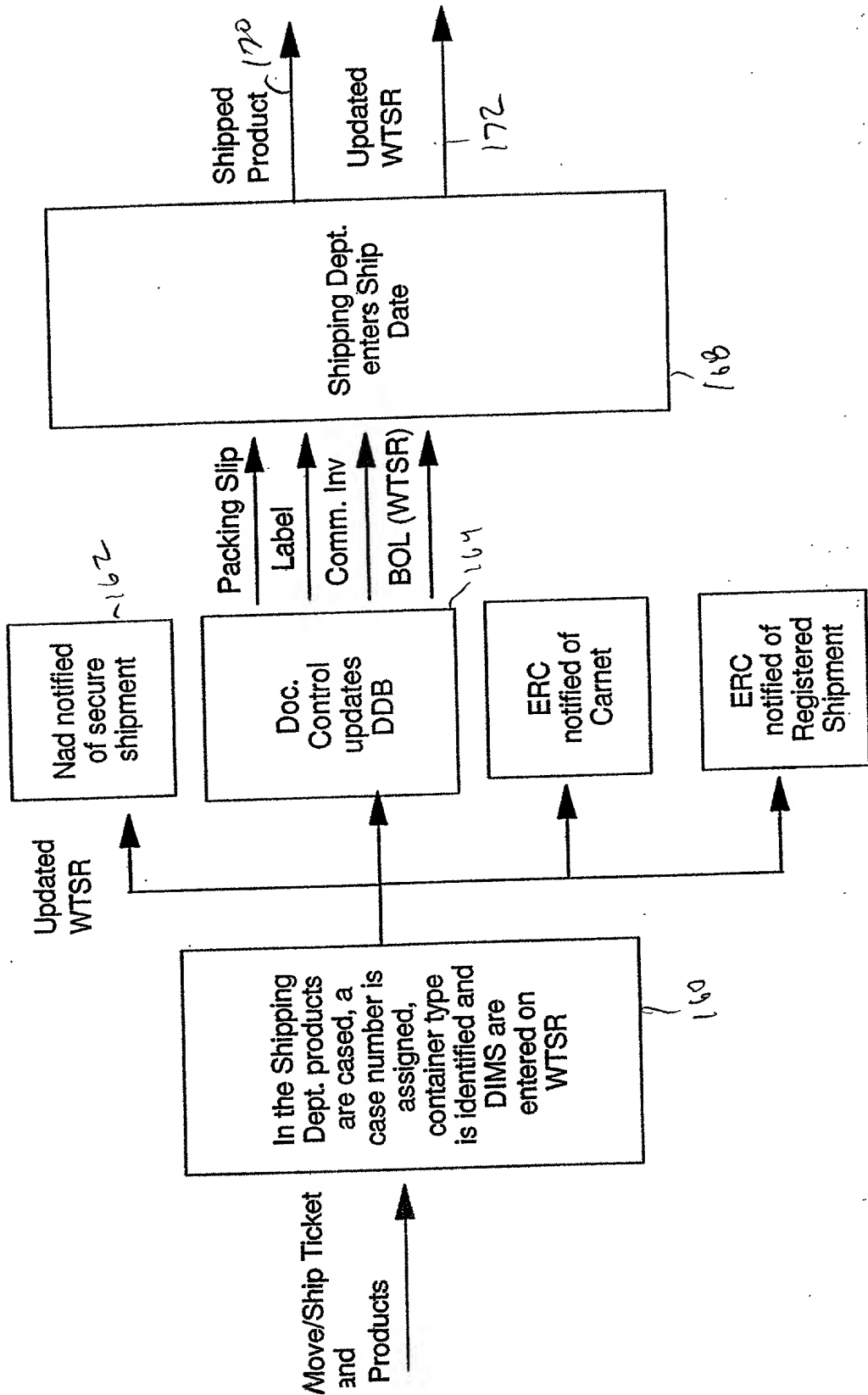


FIG. 3D

FIG. 3E

# Product Shipped

FIG. 3E



# WTSR Closed

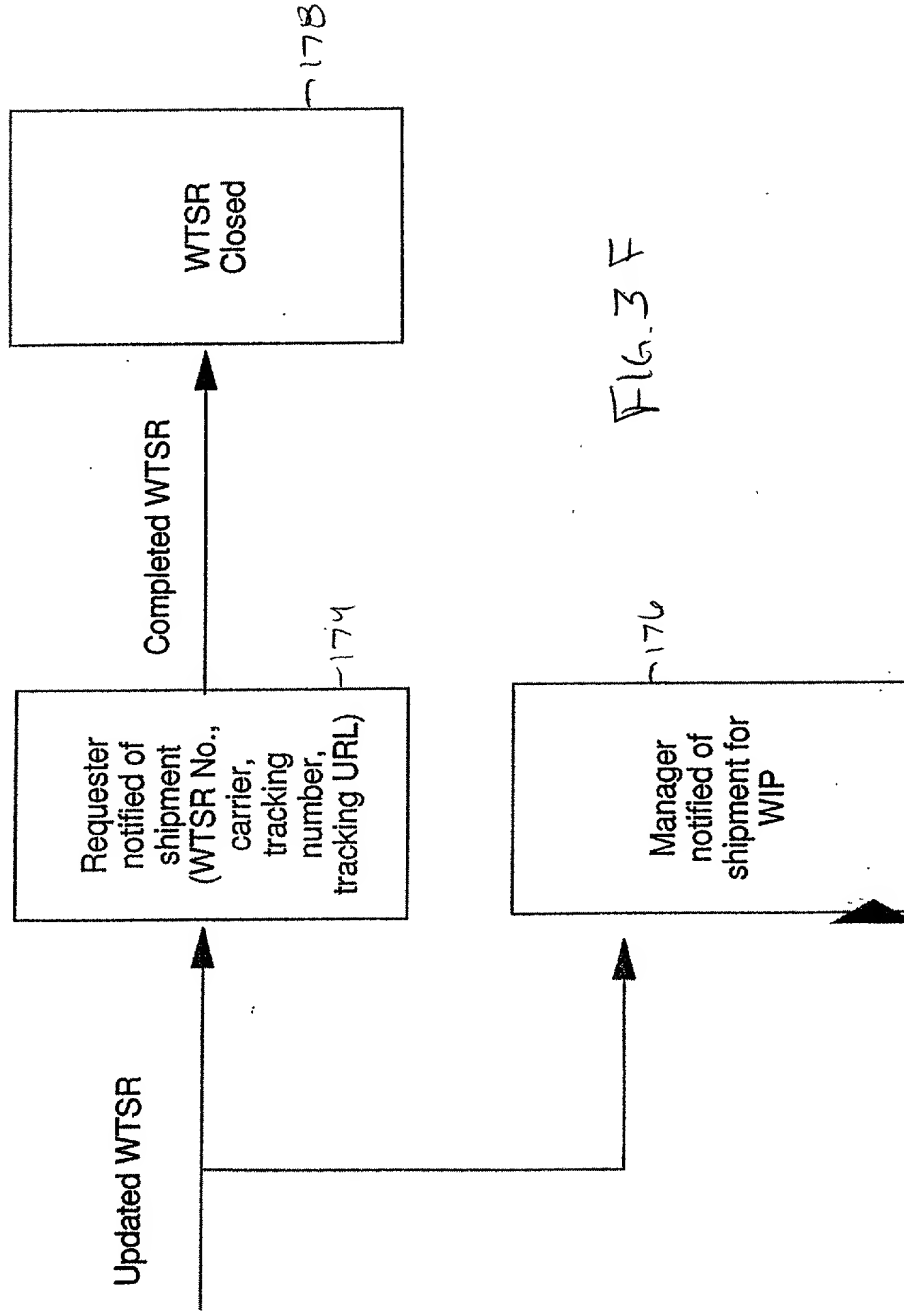


FIG. 3 F

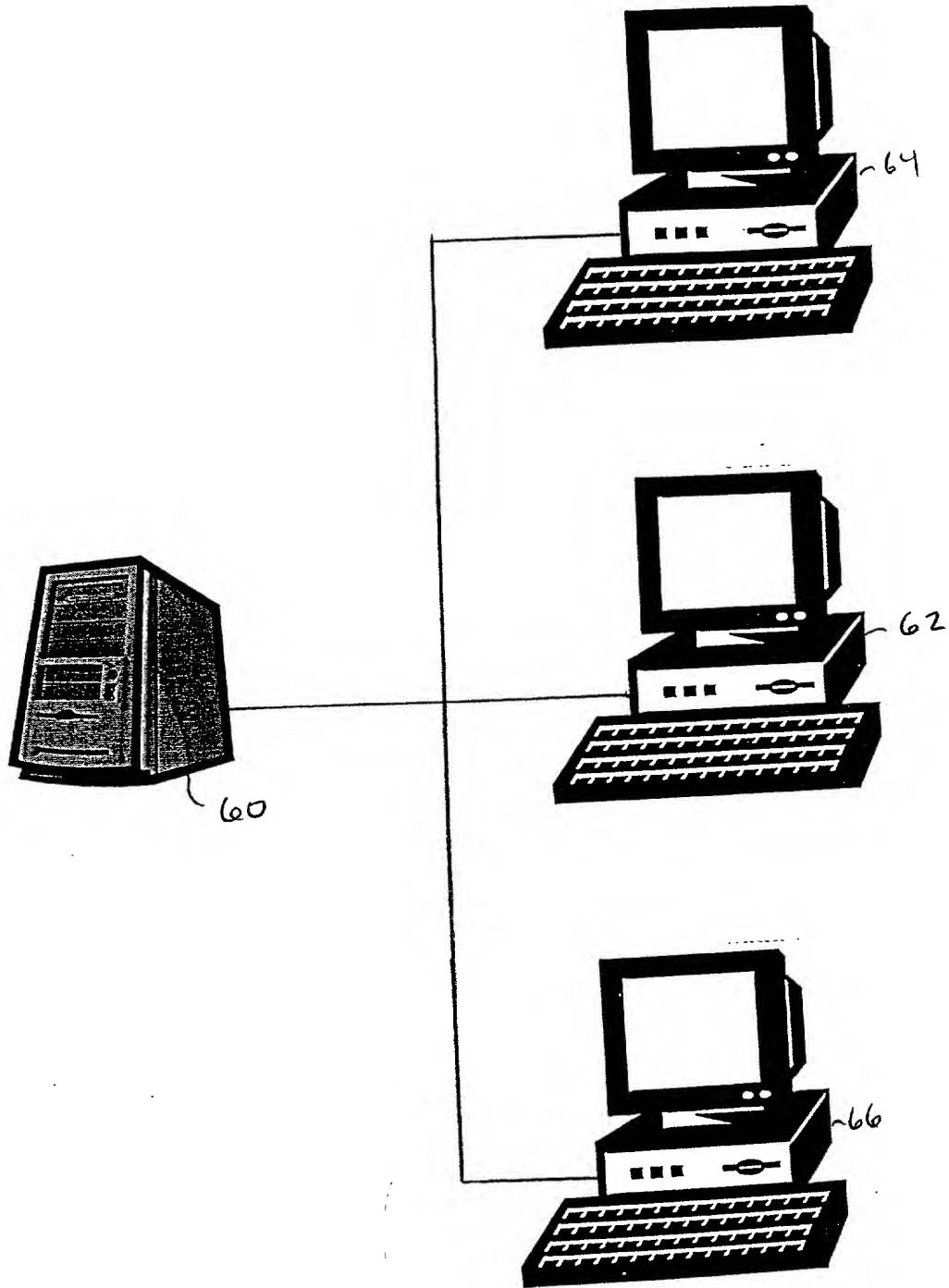


FIG. 4

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TOPESD" 22604860